Day 3 Instructions

1. If you did not open the link on the wiki-page, visit http://www.pacareerzone.org.

2. Type your topic in the search box.

3. Select the closest match (open up and read the articles if necessary).

*For example, there was no result for “English teacher.” I tried again, and I found “English teacher” under Secondary School Teachers, Except Special and Career/Technical Education.”*

4. In Noodle Tools, open the “Bibliography.”

5. Select “Website.”

6. Confirm this is a website. If you are ever not sure what kind of source you are looking at, use this feature to help you decide.

7. Enter the website information first:

Name of the website: top left (write exactly as shown)

Publisher of the site: very bottom of the page

Most recent date of access: today’s date

Date of e-publication: 2013

URL: copy and paste the URL to the article you are using

8. Enter the webpage/article information second:

Webpage name: the name of the article in light blue (also appears in the tab)

There is no other available information from this site.

9. Hit “submit.” Your first citation is done!

10. To the far left of the new citation, there are several options such as: edit, copy, delete, **in-text reference**, and have a question. Click “in-text reference.” A pop-up window will appear. In the white box, copy the parenthetical reference from the first parentheses to the period. Close or minimize the window.

11. To the left of the “in-text reference” and to the right of the citation is the “Note Card” column. Click “New.”

12. A new screen, an electronic note card, should pop up.

13. Copy and paste the parenthetical reference into the “Paraphrase” text box.

14. Return to the Career Zone Pennsylvania article.

15. Copy and paste the “About the Job” text into the “Direct Quotation” box.

16. Rewrite the direct quote by changing words and rearranging the text in the “Paraphrase” text box. When you are finished, make sure the parenthetical reference is at the end of the sentences. One parenthetical reference for every three sentences is fine. We practiced one per sentence in class.

17. In the “My Ideas” box (scroll down until you see it), write “Introduction.” Please include any other thoughts and ideas you may have about the information on the note card.

18. Title the note card “About the Job.”

19. Save. Your first note card is done!

20. Return to the article and read the rest of it. You will be making a second note card tomorrow.